



## Massachusetts Department of Environmental Protection

Bureau of Waste Prevention

Industrial Wastewater Management Program • Groundwater Discharge Permits

**BWP IW 02 Experimental Technology or Reclassification**

**BWP IW 03 Permit and Plan Approval for Type II Wastewater Treatment Facility**

**BWP IW 05 Permit and Plan Approval for Type I Wastewater Treatment Facility**

**BWP IW 30 Permit Renewal or Modification, with Plan Modification of Wastewater Treatment Facility for BWP IW 03 or BWP IW 05**

**BWP IW 31 Permit Renewal or Modification, without Plan Modification of Wastewater Treatment Facility for BWP IW 03 or BWP IW 05**

**BWP IW 32 Plan Approval Modification for BWP IW 03 or BWP IW 05**

## Instructions and Supporting Materials

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### Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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## 1. What is the purpose of these permits, plan approvals, renewals and modifications?

These permits and approvals serve to protect the public health, welfare, and the environment through the control of industrial wastewater discharges to the ground.

Groundwater discharge permits are provided for in 314 CMR 5.00 and 314 CMR 6.00. Authorization to construct and operate a wastewater treatment facility is provided for in 314 CMR 12.00. The plan approval letter that will be sent by DEP becomes the authorization to construct a proposed treatment system.

Legislative authority is stated in MGL Chapter 21, sections 26 to 53.

## 2. Who must apply?

### a. These facilities must apply:

Any facility with a discharge (other than sewage, non-contact cooling water, stormwater, or construction dewatering) requiring a permit in accordance with MGL Chapter 21, sections 27 or 43 and the regulations issued under that law which also is classified by the following Standard Industrial Classification (SIC) codes:

1000 - 1399	Metal Mining, Coal Mining, Oil and Gas Exploration
1474 - 1499	Chemical/Fertilizer Mining, Nonmetallic Minerals
2000 - 3999	Manufacturing
4231	Maintenance Facilities for Motor Freight Transport
4581	Airports, Flying Fields, and Airport Terminal Services
4911 - 4939	Electric and Gas Production
4953	Refuse Systems
7216	Drycleaning (except rug cleaning)
7217	Carpet and Upholstery Cleaning
7218	Industrial Laundries
7384	Photofinishing Laboratories
7532 - 7539	Automotive Repair Shops and Paint Shops
7549	Automotive Services
7819	Motion Picture Developing/Printing/Film Processing
8062 - 8069	Hospitals
8071	Medical Laboratories
8072	Dental Laboratories
8731	Commercial Physical and Biological Research

Any facility without remediation discharges and outside of the SIC codes listed above must apply for Water Pollution Control permits.

### b. Options:

Facilities classified above with remediation discharges in accordance with MGL Chapter 21E, are no longer required to obtain an Industrial Wastewater Permit. Applicants may comply under the Massachusetts Contingency Plan, 310 CMR 40.0000.



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### 3. What other requirements should be considered when applying for these permits?

- Engineering plans and reports must be submitted for: BWP IW 03, BWP IW 05, BWP IW 30, BWP IW 32.
- A hydrogeological study of the area of the proposed discharge including siting of monitoring wells must be submitted.

**Note:** Permits of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; 617-727-5830). **DEP cannot complete technical review of the permit application until the MEPA process has been concluded.** Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

### 4. What is the application fee?

BWP IW 02.....	Individual Rule Project
BWP IW 03.....	\$5,725
BWP IW 05.....	\$2,945
BWP IW 30.....	\$1,340
BWP IW 31.....	\$600
BWP IW 32.....	\$870

### 5. What is the Primary Permit Location? What is the Reserve Copy Location?

**Primary Permit Location (2 copies):**  
Dep't. of Environmental Protection  
\_\_\_\_\_ \* Regional Office  
Industrial Wastewater  
Management Program

\*See "Addresses and Phone Numbers"  
page included in this package.

**Reserve Copy Location:**  
Dep't. of Environmental Protection  
Industrial Wastewater  
Management Program  
1 Winter Street  
Boston, MA 02108  
(Transmittal Forms) Only



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### 6. What are the timelines?

As of November 3, 1995 the timelines are:

	AC	T1	T2*	PC**
<b>BWP IW 02</b>	Individual Rule Project subject to 310 CMR 4.05			
<b>BWP IW 03</b>	30	150	150	90
<b>BWP IW 05</b>	30	120	120	90
<b>BWP IW 30</b>	30	110	110	90
<b>BWP IW 31</b>	30	90	90	90
<b>BWP IW 32</b>	30	90	90	N/A

\*(A second technical review will only be conducted if necessary).

\*\* (When technical review is completed, public notice must be given by DEP. If no significant comment is received within 30 days, DEP will make a final decision within an additional 30 days. If significant comment is received, DEP will make a final decision within an additional 90 days).

### 7. What is the annual compliance fee?

Current annual compliance fees can be found on the DEP Website at [www.mass.gov/dep/files/permits/fees.htm](http://www.mass.gov/dep/files/permits/fees.htm)

In cases where extraordinary compliance work is required, a higher fee may be developed.

If you fail to pay the annual compliance fee your permit could be suspended or revoked.

### 8. How long are these permits in effect?

Regulation 314 CMR 5.10(5) states "... not to exceed five years".

### 9. How can I avoid the most common mistakes made in applying for these permits?

- Submit a proper topographic map. Applicant must include map scale, meridian arrow showing north, latitude and longitude to the nearest whole second.
- Answer all questions on the application form and indicate "N/A" (not applicable) where appropriate.
- Make sure application is signed by a legally responsible official.
- Make sure a Professional Engineer registered in Massachusetts signs and stamps any plans/sketches submitted with the application.
- Submit all required reports with sufficient detail and description.
- Submit any necessary "sign-offs" from other agencies prior to the submittal of an application, i.e., MEPA, MDP, EFSC, or Massachusetts Historical Commission.
- Submit "Engineering Plans and Report Approval Request".
- Submit fee and one copy of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.



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**10. What are the regulations that apply to these permits? Where can I get copies?**

These regulations include, but are not limited to:

- a. Water Pollution Control Regulations, 314 CMR 2.00, 314 CMR 5.00, 314 CMR 6.00, and 314 CMR 12.00.
- b. Wastewater Treatment Operator Certification Regulations, 257 CMR 2.00.
- c. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

**State Bookstore (in State House)**  
**Room 116**  
**Boston, MA 02133**  
**617-727-2834**

**State House West Bookstore**  
**436 Dwight Street, Room 102**  
**Springfield, MA 01103**  
**413-784-1376**



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# **BWP IW 02, 03, 05, 30, 31, 32 Engineering Report Requirements**

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All industrial wastewater permit applications for which a treatment system is proposed must include an engineering report and plans.

The engineering report shall include, at a minimum, the following items:

- a. a general description of the facility;
- b. a description of the rated and actual production levels of the facility;
- c. a description of the number of employees, shifts and days of operation per week;
- d. a listing of raw materials used;
- e. a description of the principal wet processes;
- f. a description of the sources of water supply including quantity and quality requirements;
- g. an identification of the sources of all sanitary and industrial wastes streams together with the quantity of flow and waste stream characteristics. In accordance with 310 CMR 30.302, a determination of whether the industrial waste stream is a hazardous waste stream shall be made for each industrial waste stream;
- h. a description of any by-product recovery systems;
- i. a listing and description of wastewater treatment studies performed;
- j. a description of liquid waste flow control measures;
- k. a description of any existing wastewater treatment system, including all design parameters;
- l. a flow and material balance diagram;
- m. a description of any anticipated new processes;
- n. a description of the required effluent quality;
- o. a listing and evaluation of wastewater treatment alternatives capable of meeting applicable effluent quality;
- p. a recommended plan for a wastewater treatment facility, based upon the preceding evaluation, including the basis of design of major unit processes and a preliminary layout;
- q. an implementation schedule for the recommended plan;
- r. treatability and pilot study data on the ability of the proposed treatment system to treat the proposed discharge and meet applicable federal, state, and local requirements;
- s. an examination of the potential impact of any proposed discharge on municipal and private water supply wells, or POTW's, or surface water, whichever is applicable.

The engineering plans and specifications of a proposed wastewater treatment facility shall include, at a minimum, the following:

- a. materials of construction and specifications for all wastewater treatment system components;
- b. materials of construction and specifications for all wastewater collection system components;
- c. specifications for all instrumentation and alarms;
- d. a site plan and general plant layout;
- e. plan views and profile views, including dimensions showing existing and proposed piping and processing units related to industrial wastewater collection, treatment, and disposal.

The engineering report, plans, and specifications shall be **stamped and signed** by a Massachusetts Registered Professional Engineer.



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# BWP IW 02, 03, 05, 30, 31, 32 Treatment Facility Rating Worksheet

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This worksheet is used to guide the applicant in choosing the correct fees category, pursuant to 310 CMR 4.00. The system described here is the only method of determining categories for Type I and Type II facilities.

### Rating System

"Unit Operations" is defined as any component of a process that could be utilized solely, or combined, to obtain a specific objective. They are listed in bold-faced type following the example. The rating system is based on the number of specified unit operations in a proposed wastewater treatment facility and the total number of points assigned to each unit operation.

**Type II Facility** - This is defined as any facility that has three or more unit operations as listed in bold-faced type on the next page, **OR** has a rating of greater than 20 points.

**Type I Facility** - This is defined as any facility that has less than three unit operations listed in bold-faced type on the next page, **AND** has a rating of less than or equal to 20 points.

Example:

Unit Operation	Points
Equalization	2
Neutralization (single)	3
Cyanide Destruction	5
Chrome Reduction	5
<b>4 Unit Operations</b>	<b>15 Points</b>

Since this facility has four unit operations, it is considered a Type II facility, even though it has a rating of less than 20 points.

### Unit Operations in Industrial Wastewater Treatment Systems

Refer to 257 CMR 2.00 for any other unit operations not listed here.

Unit Operation	Points
<b>Absorption/Adsorption</b>	
Carbon .....	5
Ion Exchange .....	5
<b>Biological Wastewater Treatment</b>	
Activated Sludge .....	6
Contact Beds (anaerobic) .....	5
RBC .....	5
Sand Filters .....	4
Trickling Filters .....	4



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<b>Chemical Precipitation (reaction vessel) Clarification</b>	
Primary .....	5
Secondary .....	5
Tertiary .....	5
<b>Chrome Reduction</b> .....	5
<b>Cyanide Destruction</b> .....	5
<b>Disinfection</b> .....	5
<b>Electrolytic Recovery</b>	
Electrodialysis .....	5
Silver Recovery Unit .....	5
<b>Equalization</b> .....	2
<b>Evaporation</b>	
Single .....	2
Multiple .....	5
<b>Filtration/Sludge Dewatering</b>	
Cartridge .....	3
Centrifuge .....	8
Filter Press .....	8
Membrane .....	5
Reverse Osmosis .....	5
Vacuum Filter .....	10
<b>Flocculation/Mixing/Coagulation</b> .....	5
<b>Flotation</b> .....	5
<b>Neutralization/pH Adjust</b>	
Single .....	3
Multiple .....	5
<b>Oil/Water Separation</b>	
Gravity Fed .....	2
Baffled .....	5
<b>Settling</b>	
With Manual Sludge Removal .....	3
With Mechanical Sludge Removal .....	5
<b>Sludge Blending/Thickening</b> .....	5
<b>Sludge Drying (mechanical dryers)</b> .....	5
<b>Stripping (Air/Steam)</b> .....	5





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## **Guidelines for Hydrogeologic Evaluations**

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These guidelines are to be followed when producing a hydrogeologic evaluation as part of a groundwater permit application. This evaluation must be completed in addition to the monitoring well plan required of all groundwater discharge permits and the engineering report which is required for all Industrial Wastewater discharge permits.

**A. Historical Review.** Provide the following information concerning activities which have occurred previously at the site.

1. Provide site plan and locus map of appropriate scale.
2. List all chemicals to be used, stored, and maintained at the facility with a description of their physical and chemical characteristics: solubility, specific gravity, soil bonding characteristics, etc.
3. Describe the method of disposal utilized for chemicals.
4. The piping and plumbing plans should include:
  - a. subsurface piping;
  - b. floor drains;
  - c. any subsurface storage tanks;
  - d. dry wells.
5. Provide any engineering plans for subsurface utilities, including gas lines, water lines, storm sewer lines, septic tank leaching field and associated plumbing, telephone lines and roof/vent drains.
6. For previous subsurface work, please include these items:
  - a. soil or water quality work;
  - b. soils information from deep hole tests, soil borings, septic tank installation or monitoring wells;
  - c. water levels, if available;
  - d. water table fluctuation information;
  - e. seasonal and tidal influences on water table fluctuation.

**B. Regional Survey.** Provide the following information concerning water supplies and geologic data for the area of this facility.

1. Determine location and use of existing and potential public groundwater supply wells within one mile of the facility. Provide the following items:
  - a. historical and anticipated pump rates, pumped volumes and pumping durations for existing and proposed public water supply wells;
  - b. zone of contribution (Zone II) information generated for public supply wells or interim protective zone, \_ mile radius from discharge point;
  - c. well construction, depth and related soils information;
  - d. information on areas under investigation for water supply purposes;
  - e. historical water quality data.



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## **Guidelines for Hydrogeologic Evaluations**

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2. Determine location and use of surface water supply areas within one mile of the facility. Provide the following items:
  - a. contributing watershed areas;
  - b. supply volumes and pumping system;
  - c. anticipated use;
  - d. areas under investigation as potential surface water supplies;
  - e. historical water quality data.
3. Determine location of private wells within 1 mile of the facility. Provide the following items:
  - a. bedrock or overburden wells;
  - b. well depth (if available);
  - c. potentially developed areas that may utilize private wells;
  - d. potential aquifer sources for future municipal supplies.
4. Provide background geologic data for the area from the following sources:
  - a. USGS topographic map, and locus map and site plan developed from USGS topographic map;
  - b. USGS surficial geologic map;
  - c. USGS bedrock map;
  - d. USGS hydrogeologic atlas.

**C. Subsurface Work Necessary.** Provide the following information concerning wells.

1. Describe the location of a sufficient number of monitoring wells and multilevel well clusters (bedrock, deep, and water table well) in order to adequately provide these data:
  - a. groundwater flow direction;
  - b. vertical hydraulic groundwater gradients;
  - c. over burden/bedrock hydraulic relationships;
  - d. groundwater quality in bedrock, at depth in the aquifer and at the water table interface;
  - e. permeabilities through the use of in-situ down hole permeability testing and sieve analysis of lithologic units encountered using the method described by the American Society for Testing Materials (ASTM);
  - f. contour contaminant maps (if necessary);
  - g. estimates of groundwater flow rates based on hydraulic gradients and permeabilities as encountered;
  - h. competency and type of bedrock through coring and/or rock quality determinations (wells should typically be screened in the upper 50 feet);
  - i. estimate of flow path of plume based on hydrogeologic data gathered during investigation;
  - j. determine fracture and joint pattern.

Monitoring wells must be constructed according to DEP monitoring well guidelines. These guidelines are available in the DEP Publication **Standard References for Monitoring Wells**. See page 4 for details.



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**D. Soil Borings and Samples.** Follow these procedures for soil borings and samples.

1. Soil borings must be drilled in accordance with the appropriate technique outlined in **Standard References for Monitoring Wells**.
2. Soil samples (and bedrock cores if applicable) must be collected in the deepest well at each well cluster.
3. Soil samples must be collected with a split spoon sampler utilizing (ASTM) guidelines for a sample retrieval and determination of strength.
4. Unless continuous sampling is warranted, soil samples must be collected:
  - a. at five foot intervals;
  - b. at changes in the stratigraphy;
  - c. at the water table.
5. Soil/bedrock samples shall be classified by a geologist using soil bedrock classifications set forth in **Standard References for Monitoring Wells**.
6. A field organic vapor detector such as HNU, Photo Vac, Organic Vapor Analyzer, or Photo Identification Detector should be used to screen the head space in soil jars.
7. Soil samples undergoing laboratory analysis for organic compounds must be collected in the appropriate jars and vials.

**E. Water Quality Sampling and Parameters.** Please follow these procedures for water quality sampling.

1. Water quality parameters anticipated for analysis should be included in the Scope of Work. The parameters should be based on chemicals historically utilized at the facility, or known to contribute to groundwater contamination.
2. Wells must be properly developed and purged prior to sample acquisition, as described in **Standard References for Monitoring Wells**.
3. Monitoring well sampling must be carried out according to the protocols described in **Standard References for Monitoring Wells**. Acceptable sampling techniques vary for differing parameters. For example, samples for Volatile Organic Analysis (VOA) must not be aerated during pumping, collection or bottling.
4. Please comply with chain of custody of protocols.



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## **Guidelines for Hydrogeologic Evaluations**

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**F. Report Preparation.** The report should include the following items.

1. Discussion and inclusion of all items listed in the previous sections of this proposed Scope of Work.
2. A base map of appropriate scale incorporating geologic, hydrogeologic, subsurface and cultural features located at the site.
3. Drillers' and geologists' logs for subsurface work.
4. Monitoring well construction details.
5. Survey data with respect to mean sea level (MSL). Include evaluations of:
  - a. benchmark utilized;
  - b. top of casing, but top of inner well screen pipe is preferable;
  - c. groundwater elevation at monitoring level, accurate to within 1/100 of a foot (see **Standard References for Monitoring Wells**);
  - d. water table.
6. Water table topography map.
7. Bedrock topography map.
8. Surficial geologic map.
9. Geologic cross-sections.
10. Groundwater profiles showing recharge/discharge areas if appropriate and vertical/horizontal gradients.
11. Contaminant concentration maps for key chemical parameters of concern.
12. Conclusions concerning extent of contamination and potential health hazards.
13. Recommendations.
14. Proposed remedial activities.

**Note: These guidelines cover new installations and groundwater remediation situations. When applying for a new permit, disregard items that apply to groundwater remediation only.**

The publication **Standard References for Monitoring Wells** is available for purchase at the State House Bookstore. It is published by DEP's Bureau of Waste Site Cleanup.



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## Monitoring Well Plan Guidelines

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The following is a list of information to be submitted to the Industrial Wastewater Management Program at the appropriate regional office with monitoring well proposals and with post-installation details. Monitoring wells are required in order to receive a groundwater discharge permit. See DEP **publication Standard References for Monitoring Wells**, Publication No. WSC-310-91 and 310 CMR 5.00 and 310 CMR 6.00.

Monitoring well proposals must include:

1. a locus map indicating the regional location of the sites. A USGS 1:25000 Scale 7 1/2 minute Topographic Series quadrangle sheet is most appropriate.
2. a site map to include:
  - a. location of proposed and existing monitoring wells, borings, test pits, deep holes and subsurface work;
  - b. cultural features (buildings, roads, leachfields, existing wells, subsurface utilities, etc.);
  - c. assumed groundwater flow directions.
3. any written descriptions of subsurface conditions expected to be encountered, e.g. published surficial geologic, bedrock, or hydrogeologic atlases (USGS), existing drillers' or geologists' logs, test pit or deep hole test results with percolation rates.
4. a well construction detail describing construction materials and installation technique should be included. Construction details should be patterned after the well construction guidelines concerning construction and screen placement. (See attached diagram.)

These materials must be submitted to and accepted by the Program prior to the installation of the monitoring well(s). The Program reserves the right to request additional information if the sensitivity of the potentially impacted area warrants additional investigation.

Following the acceptance of the monitoring well plan by the Program at the appropriate regional office and the installation of the well(s), the following materials must be submitted:

1. A site plan including:
  - a. all the features described in section 2a;
  - b. the as-built well locations;
  - c. groundwater contours and elevations based on monitoring well data.
2. Geologists' and drillers' logs for all monitoring wells.
3. Monitoring calculations describing potential mounding below the discharge.
4. A geologic cross-section utilizing three monitoring wells and including relevant features such as leaching fields, subsurface utilities, streams, roadways, etc.
5. A background sampling of the monitoring wells for the following parameters: water level, ph, specific conductance, alkalinity, nitrate series, chloride and sodium.

**If you have any questions please call the Industrial Wastewater Management Program at the appropriate regional office.**



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# BWP IW 02, 03, 05, 30, 31, 32 Instructions

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## Form 1 - General Instruction and Notification

### General Instructions

Form 1 is designed to collect general information that applies to groundwater discharges. You must fill out Form 1. In addition, you must fill out Form GW-C. You must also fill out Form HW if your facility is a RCRA facility.

You should note that there are certain exclusions to the permit requirements listed above. The exclusions are described in detail in Section C of these instructions. If your activities are excluded from permit requirements then you do not need to complete and return any forms.

### When to file.

Please refer of the "How to Apply" guide in this kit, as well as the Standard Application Information. The information there will tell you how much time is needed before the permit application is granted or denied.

### Availability of information to public.

Information contained in these application forms will, upon request, be made available to the public for inspection and copying. However, you may request confidential treatment for certain supplementary information which you submit in support of an application. No information on Form 1, Form GW-C or Form HW may be claimed as confidential.

### Completion of forms.

Unless otherwise specified in instructions to the forms, each item in each form must be answered. To indicate that each item has been considered, enter "NA" for not applicable, if a particular item does not fit the circumstances or characteristics of your facility or activity.

Some items in the forms require narrative explanation. If more space is necessary to answer a question, attach a separate sheet entitled "Additional Information".

## Section A - Form 1 Item-by-Item Instructions

This form must be completed by all applicants for ground water discharge permits.

### Item 1

Enter the facility's official or legal name followed by the complete mailing address of the office where correspondence and billing should be sent; the location of the facility producing the discharge; the telephone number of the facility; and the ownership status.

### Item 2

Give the name, title, and work telephone number of a person which is thoroughly familiar with the operation of the facility, with the facts reported in this application and who can be contacted if necessary.

### Item 3

Indicate whether the facility is currently in existence and operating, or is new, or is proposed.



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### Item 4

Indicate whether the project affects a site of historic or archeological significance. Please refer to the regulations of the Massachusetts Historical Commission published as 950 CMR 71.00, or consult the Massachusetts Historical Commission, 80 Boylston Street, Boston, MA 02116, telephone (617) 727-8470.

### Item 5

Indicate whether the project requires a filing under the Massachusetts Environmental Policy Act (MEPA). Please refer to the MEPA regulations published as 301 CMR 11.00, or consult the MEPA Office, 100 Cambridge Street, 20th floor, Boston, MA 02202, telephone (617) 727-5830.

### Item 6

Do not answer this item. This application package contains the necessary forms to apply for a groundwater discharge permit.

### Item 7

If you indicate that your facility is a RCRA facility, you must submit Form HW in addition to the supplemental forms indicated in item 6.

### Item 8

List, in descending order of significance, the four 4-digit standard industrial classification (SIC) codes which best describe your facility in terms of the principal products or services you produce or provide. Also specify each classification in words. The classifications may differ from the SIC codes describing the operation generating the groundwater discharge, air emissions, or hazardous wastes.

SIC code numbers are descriptions which may be found in the "Standard Industrial Classification Manual" prepared by the Executive Office of the President, Office of Management and Budget, which is available from the Government Printing Office, Washington, DC or the Federal Government Bookstore, 10 Causeway Street, Boston, MA 02222, (617) 720-4180. Use the current edition of the manual.

### Item 9

Give the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operates the facility described in this application. This may or may not be the same name as the facility. The operator of the facility is the legal entity which controls the facility's operation rather than the plant or site manager. Do not use a colloquial name. Enter the telephone number and address of the identified operator and indicate ownership status.

### Item 10A

Indicate whether your facility is located on Native American lands.



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## **Instructions**

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### **Item 10B**

Provide a topographic map or maps of the area extending at least to one mile beyond the property boundaries of the facility which clearly show the following:

The legal boundaries of the facility;

The location and serial number of each of your existing and proposed intake and discharge structures;

All hazardous waste management facilities;

All springs and surface water bodies in the area, plus all drinking water wells within one mile of the facility which are identified in the public record or otherwise known to you.

If an intake or discharge structure, hazardous waste disposal site, or injection well associated with the facility is located more than one mile from the plant, include it on the map, if possible. If not, attach additional sheets describing the location of the structure, disposal site, or well, and identify the U.S. Geological Survey (or other) map corresponding to the location.

On each map, include the map scale, meridian arrow showing north, and latitude and longitude to the nearest whole second. On all maps of rivers, show the direction of the current, and in tidal waters, show the directions of the ebb and flow tides. Use a 7 ½ minute series map published by the U.S. Geologic Survey.

### **Item 11**

Briefly describe the nature of your business. Include products produced or services provided.

### **Item 12**

List sources of water supply and annual water consumption for the past 5 years. Show the location of your water sources on the map described in paragraph 10B.

### **Section B – Form 1 Certification**

All permit applications shall be signed as follows:

- A. For a corporation by a responsible corporate officer. For the purposes of this section, a responsible corporate officer means:
  - 1. A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any person who performs similar policy or decision making functions for the corporation; or
  - 2. The manager of one or more manufacturing, production, or operating facility employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- B. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or





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- C. For a municipality, State, Federal, or other public agency: by either a principal executive officer, or ranking elected official. For the purposes of this section, a principal executive officer of a Federal agency includes:
1. The chief executive officer of the agency; or
  2. A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator of EPA).

### Section C - Activities which do not Require a Permit

**Groundwater Discharge Permits** - You are not required to obtain a groundwater discharge permit if your facility is in one of the following categories, as provided by 314 CMR 5.00:

- a. Any facility which discharges a liquid effluent as a result of sewage treatment at a treatment works which is designed to receive and received 15,000 gallons per day or less, provided that such facility was designed, approved, constructed and is maintained in accordance with 310 CMR 15.00, "The State Environmental Code, Title 5, Minimum Requirements for the Subsurface Disposal of Sanitary Sewage".
- b. Any recharge well used exclusively to replenish the water in an aquifer with uncontaminated water.
- c. Any discharge in compliance with the written instructions of an On-Scene Coordinator pursuant to 40 CFR Part 1410 (The National Oil and Hazardous Substances Pollution Plan) or 33 CFR 153.10(e) (Pollution by Oil and Hazardous Substances) or if the discharge is approved in writing by the Director, the Commissioner, or their designees, as necessary to abate an imminent hazard to the public health or safety.
- d. Any salt water intrusion barrier well used to inject uncontaminated water into a fresh water aquifer to prevent the intrusion of salt water into the fresh water.
- e. Any facility used to return to the ground the waters used for heating or cooling in a heat exchanger provided the flow does not exceed 15,000 gallons per day.
- f. Any facility used to discharge non-contact cooling waters provided the flow does not exceed 2,000 gallons per day and the temperature of the wastewater does not exceed 40 degrees Celsius.
- g. Any facility that recirculates sanitary landfill leachate on top of the sanitary landfill over an area that has been specifically designed with a liner and collection system for the purpose of recycling the leachate.
- h. Any conveyance or system of conveyances operated primarily for the purpose of collecting and conveying uncontaminated storm water runoff.
- i. Any introduction of pollutants from non point source agricultural, silvicultural, land management or right-of-way maintenance activities including runoff from orchards, cultivated crops, pastures, range lands, forest lands and rights-of-way, but not including point source discharges from concentrated animal feeding operations, discharges of silvicultural process water or any "storm water discharges" (as defined in 314 CMR 5.04(2)).
- j. Any landfill approved by the Department pursuant to 310 CMR 19.00 provided that such facility is not a point source and does not result in a discharge which causes a violation of applicable water quality standards or result in a threat to public health, safety or welfare.



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- k. Any land application of sewage sludge provided it is performed in accordance with a plan approved by the Department.
- l. Any treatment works and discharge therefrom with interim permit status pursuant to 314 CMR 5.17(3).

Any exemption in accordance with the provisions of 314 CMR 5.05 does not relieve the discharge of his responsibilities under other state regulations including, but not limited to 310 CMR 27.00 "Underground Water Source Protection".

### Section D - Glossary

- (1) "Administrator" - the Administrator of the United States Environmental Protection Agency, or an authorized representative.
- (2) "Best Management Practices" or "BMP" - schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution or waters of the Commonwealth. BMP include treatment requirements, operating procedures, and practices to control plant site runoff, spillage, or leaks, sludge or waste disposal, or drainage from raw material storage.
- (3) "Biological monitoring" - any test which includes the use of aquatic algal, bacterial, invertebrate, or vertebrate species to measure acute or chronic toxicity, and any biological or chemical measure of bioaccumulation.
- (4) "Bypass" - the intentional diversion of wastes from any portion of a treatment works.
- (5) "Coastal waters" - all waters of the Commonwealth assigned SA, SB, or SC classifications in the Massachusetts surface water quality standards, 314 CMR 4.00.
- (6) "Combined Sewer Overflows" or "CSO" - any intermittent overflow, bypass or other discharge from a municipal combined sewer system which results from a flow in excess of the dry weather carrying capacity of the system.
- (7) "Combined sewer system" - a sewer system which, by design, collects and conveys both wastewater and storm water runoff.
- (8) "Commissioner" - the Commissioner of the Department.
- (9) "Contact cooling water" - water used to reduce temperature which comes into contact with a raw material, intermediate product, waste product (other than heat), or finished product.
- (10) "Contiguous zone" - the entire zone established by the United States under Article 24 of the Convention of the Territorial Sea and the Contiguous Zone.
- (11) "Conventional pollutant" - biochemical oxygen demand, suspended solids, pH, fecal coliform, or oil and grease.
- (12) "Department" - the Massachusetts Department of Environmental Protection, as established by M.G.L. c. 21A, s. 7.
- (13) "Director" - the Director of the Division of Water Pollution Control or his designee.



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- (14) "Discharge" or "Discharge of pollutants" - any addition of any pollutant or combination of pollutants to waters of the Commonwealth from any source, including but not limited to, discharges from surface runoff which are collected or channelled by man; discharges through pipes, sewers, or other conveyances owned by a State, municipality, or other person, which do not lead to a POTW; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works. This term does not include an addition of pollutants by any indirect discharger.
- (15) "Disposal system" - a system for disposing of sewage, industrial waste or other wastes, and including sewer systems and treatment works.
- (16) "Division" - the Division of Water Pollution Control of the Department, established pursuant to M.G.L., c. 21, s. 26.
- (17) "Effluent" - a discharge of pollutants into the environment, whether or not treated.
- (18) "Effluent limitation" or "effluent limit" - any requirement, restriction, or standard imposed by the Director on quantities, discharge rates, and concentrations of pollutants which are discharged from point sources into waters of the Commonwealth or to publicly owned treatment works.
- (19) "Effluent limitation guideline" or "Effluent standard" - a regulation published by the Administrator under Section 304, 306 or 307 of the Federal Act or by the Director under M.G.L. c. 21, s. 27 which is used as a basis for establishing effluent limitations.
- (20) "Environmental Protection Agency" or "EPA" - the United States Environmental Protection Agency.
- (21) "Federal Act" - the Clean Water Act, P.L. 92-500, as amended by P.L. 95-217 and P.L. 95-576, 33 E.S.C. 1251 et seq .
- (22) "Groundwater" - water below the land surface in a saturated zone, including perched groundwater.
- (23) "Hazardous substance" - any of the substances designated under 40 CFR Part 116 pursuant to Section 311 of the Federal Act, or any hazardous material as defined in M.G.L. c. 21E.
- (24) "Hazardous waste" - a hazardous waste pursuant to the Massachusetts Hazardous Waste Regulations, 310 CMR 30.000.
- (25) "Health Advisory" - the level of a pollutant in water which, with a margin of safety, adverse health effects would not be anticipated, as determined by the Department or EPA.
- (26) "Indirect discharger" - a discharger introducing pollutants to a treatment works.
- (27) "Industrial waste" - any liquid, gaseous, or solid waste substance or a combination thereof resulting from any process of industry, manufacturing, trade, or business or from the development or recovery of any natural resources.
- (28) "Land utilization practices" - the use of plants, the soil surface, or soil matrix for removal of certain wastewater constituents.
- (29) "Massachusetts water quality standards" - the Massachusetts Surface Water Quality Standards (314 CMR 4.00) and the Massachusetts Ground Water Quality Standards (314 CMR 6.00).



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# BWP IW 02, 03, 05, 30, 31, 32

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- (30) "Natural background conditions" - the chemical, physical or biological characteristics of surface or ground waters unaltered by human activity.
- (31) "NPDES" - the National Pollutant Discharge Elimination System permit program established to 33 U.S.C. 1342.
- (32) "New discharger" - any building, structure, facility, or installation: (a) from which there is or may be a new or additional discharge of pollutants at a site at which on August 13, 1979, it had never discharged pollutants; (b) which has never received a finally effective NPDES permit for discharges at that site; and (c) which is not a "new source". This definition includes an indirect discharger which commences discharging into waters of the Commonwealth after August 13, 1979.
- (33) "New source" - any building, structure, facility or installation from which there is or may be a discharge of pollutants, the construction of which commenced: (a) After promulgation of standards of performance under Section 306 of the Federal Act which are applicable to such source; or (b) After proposal of standards of performance in accordance with Section 306 of the Federal Act which are applicable to such source, but only of the standards are promulgated in accordance with Section 306 within 120 days of their proposal.
- (34) "Non-conventional pollutant" - any pollutant other than a toxic pollutant or a conventional pollutant.
- (35) "Non-contact cooling water" - water used to reduce temperature which does not come into direct contact with any raw material, intermediate product, waste product (other than heat), or finished product.
- (36) "Other wastes" - all liquid discarded matter other than sewage or industrial waste which may cause or might reasonably be expected to cause pollution of the waters of the Commonwealth in contravention of adopted standards.
- (37) "Outlet" - the terminus of a sewer system, or the point of emergence of any wastewater or effluent into the waters of the Commonwealth or onto the land surface.
- (38) "Perched ground water" - unconfined ground water separated from an underlying body of ground water by an unsaturated zone.
- (39) "Permit" - an authorization issued pursuant to M.G.L. c. 21, s. 43 and 314 CMR 2.00, and 3.00, 5.00, or 7.00, to implement the requirements of the State and Federal Acts and regulations adopted thereunder.
- (40) "Person" - any agency or political subdivision of the Commonwealth, the Federal government, any public or private corporation or authority, individual, partnership or association, or other entity, including any officer of a public or private agency or organization, upon whom a duty may be imposed by or pursuant to any provision of G.L. c.21, s.26 through 53.
- (41) "Point source" - any discernible, confined and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, vessel or other floating craft from which pollutants are or may be discharged. This term does not include return flows from irrigated agriculture.



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#### Industrial Wastewater Management Program • Groundwater Discharge Permits

# **BWP IW 02, 03, 05, 30, 31, 32**

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- (42) "Pollutant" - any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter in whatever form and whether originating at a point or major non-point source, which is or may be discharged, drained or otherwise introduced into any sewerage system treatment works or waters of the Commonwealth.
- (43) "Pollution" - the presence in the environment of pollutants in quantities or characteristics which are or may be injurious to human, plant or animal life or to property or which unreasonably interfere with the comfortable enjoyment of life and property throughout such areas as may be affected thereby.
- (44) "Pretreatment" - the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to or in lieu of discharging or otherwise introducing such pollutants into a POTW.
- (45) "Primary treatment" - a wastewater treatment process in which substantially all floating or settleable solids are removed by screening and sedimentation.
- (46) "Process wastewater" - any water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, or waste product.
- (47) "Public entity" - any city, town, special district, the Metropolitan District Commission or other existing governmental unit eligible to receive a grant for the construction of treatment works from the United States Environmental Protection Agency pursuant to Title II of the Federal Act, as amended.
- (48) "Publicly owned treatment works" or "POTW" - any device or system used in the treatment (including recycling and reclamation) or municipal sewage or industrial wastes of a liquid nature which is owned by a public entity. A POTW includes any sewers, pipes, or other conveyances only if they convey wastewater to a POTW providing treatment.
- (49) "RCRA" - the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (P.L. 94-580, as amended by P.L. 95-609, 42 U.S.C. Section 6901 et seq .)
- (50) "RCRA facility" - a hazardous waste management facility as defined in 314 CMR 8.03.
- (51) "Saturated zone" - any portion of the earth below the land surface where every available opening (pore, fissure, joint, or solution cavity) is filled with water.
- (52) "Septage" - the liquid and solid wastes, primarily of sewage origin, that are removed from a cesspool, septic tank or similar receptacle.
- (53) "Sewage" - the water-carried human or animal wastes from residences, buildings, industrial establishments or other places, together with such ground water infiltration and surface water as may be present.
- (54) "Sewer system" - pipelines or conduits, pumping stations, force mains, and all other structures, devices, appurtenances, and facilities used for collecting and conveying wastes to a site or works for treatment or disposal.
- (55) "State Act" - the Massachusetts Clean Waters Act, as amended, M.G.L., c. 21, s. 26-53, inclusive.



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# **BWP IW 02, 03, 05, 30, 31, 32**

## **Instructions**

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- (57) "Subsurface sewage disposal system" - a disposal system which discharges sewage onto or beneath the surface of the ground.
- (58) "Surface waters" - all waters other than ground waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands and coastal waters.
- (59) "Toxic pollutants" - those pollutants identified in 314 CMR 3.16 or any other pollutants, or combination of pollutants, including disease-causing agents, which after discharge and upon exposure, ingestion, inhalation or assimilation into any organism, either directly from the environment or indirectly through food chains, may, on the basis of information available to the Division, cause death, disease, behavioral abnormalities, cancer, mutations, physiological malfunctions, biochemical abnormalities, including malfunctions in reproduction, or physical deformations, in such organisms or their offspring.
- (60) "Treatment works" - any and all devices, processes and properties, real or personal, used in the collection, pumping, transmission, storage, treatment, disposal, recycling, reclamation or reuse of waterborne pollutants, but not including any works receiving a hazardous waste from off the site of the works for the purpose of treatment, storage or disposal.
- (61) "Uncontaminated water" - water which does not contain dredge spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological waste materials, radioactive materials, wrecked or discarded equipment, cellar dirt, industrial, municipal or agricultural waste or any other material which upon discharge could cause a violation of applicable water quality standards.
- (62) "Underground Injection Control" or "UIC" - the program under Section 1421 of the Safe Drinking Water Act (P.L. 93-523 as amended by P.L. 95-190 and 960-502).
- (63) "Unconsolidated deposits" - all non-indurated or poorly indurated soil materials above the bed rock.
- (64) "Unsaturated zone" - that portion of the earth's crust which does not contain sufficient water to fill all interconnected voids or pore space. Perched water bodies may exist within the unsaturated zone.
- (65) "Wastewater" - sewage, industrial waste, other wastes or any combination of the three.
- (66) "Waters of the Commonwealth" - all waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and ground waters.
- (67) "Well" - a bored, drilled, or driven shaft or a dug hole, whose depth is greater than its largest surface dimension.



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention  
Industrial Wastewater Management Program • Groundwater Discharge

# **BWP IW 02, 03, 05, 30, 31, 32**

## **Application Completeness Checklist**

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- ☐ The DEP Transmittal Form is completed.
- ☐ All applicable questions have been completed and N/A has been inserted where appropriate.
- ☐ A signature of the appropriate responsible official has been included even if an agent has been hired to complete the application.
- ☐ An Engineering Plans and Report Approval Request has been completed and submitted.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send two copies of the application along with one copy from the DEP Transmittal Form to:

Department of Environmental Protection  
\_\_\_\_\_ \* Regional Office  
Industrial Wastewater Management Program  
\*See "Addresses and Phone Numbers" page included in this package.

- ☐ Send a copy of the DEP Transmittal Form (without the application materials) to:

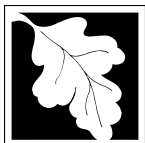
Department of Environmental Protection  
Industrial Wastewater Management Program  
1 Winter Street  
Boston, MA 02108

- ☐ Send fee of:

the negotiated amount for BWP IW 02;  
\$5,725 for BWP IW 03;  
\$2,945 for BWP IW 05;  
\$1,340 for BWP IW 30;  
\$600 for BWP IW 31;  
\$870 for BWP IW 32;

in the form of a check or money order made payable to **Commonwealth of Massachusetts**, along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211



## Massachusetts Department of Environmental Protection

# Addresses and Phone Numbers

DEP Boston  
One Winter Street  
Boston, MA 02108  
Telephone: (617) 292-5500  
Fax: (617) 556-1049  
TDD: (617) 574-6868

William X. Wall Experiment Station  
37 Shattuck Street  
Lawrence, MA 01843  
Fax: (978) 688-0352  
*Division of Environmental Analysis*  
Telephone: (978) 682-5237  
*Air Quality Surveillance*  
Telephone: (978) 975-1138

Office of Watershed  
Management  
627 Main Street  
Worcester, MA 01608  
Telephone: (508) 792-7470  
Fax: (508) 839-3469

Millbury Training Center  
Route 20 Millbury, MA 01527  
Telephone: (508) 368-5600  
Fax: (508) 755-9253  
*Residuals Sludge Management*  
Telephone: (508) 368-5606  
*WWT Operator Certification*  
Telephone: (508) 368-5698

DEP Western Region  
436 Dwight Street  
Suite 402  
Springfield, MA 01103  
Phone: (413) 784-1100  
Fax: (413) 784-1149



Adams  
Agawam  
Alford  
Amherst  
Ashfield  
Becket  
Belchertown  
Bernardston  
Blandford  
Brimfield  
Buckland  
Charlemont  
Cheshire  
Chester  
Chesterfield  
Chicopee  
Clarksburg

Colrain  
Conway  
Cummington  
Dalton  
Deerfield  
Easthampton  
East Longmeadow  
Egremont  
Erving  
Florida  
Gill  
Goshen  
Granby  
Granville  
Great Barrington  
Greenfield  
Hadley

Hampden  
Hancock  
Hatfield  
Hawley  
Heath  
Hinsdale  
Holland  
Holyoke  
Huntington  
Lanesborough  
Lee  
Lenox  
Leverett  
Leyden  
Longmeadow  
Ludlow  
Middlefield

Monroe  
Montague  
Monterey  
Montgomery  
Monson  
Mount Washington  
New Ashford  
New Marlborough  
New Salem  
North Adams  
Northampton  
Northfield  
Orange  
Otis  
Palmer  
Pelham  
Peru

Pittsfield  
Plainfield  
Richmond  
Rowe  
Russell  
Sandisfield  
Savoy  
Sheffield  
Shelburne  
Shutesbury  
Southampton  
South Hadley  
Southwick  
Springfield  
Stockbridge  
Sunderland  
Tolland

Tyringham  
Wales  
Ware  
Warwick  
Washington  
Wendell  
Westfield  
Westhampton  
West Springfield  
West Stockbridge  
Whately  
Wilbraham  
Williamsburg  
Williamstown  
Windsor  
Worthington

DEP Central Region  
627 Main Street  
Worcester, MA 01608  
Phone: (508) 792-7650  
Fax: (508) 792-7621  
TDD: (508) 767-2788



Acton  
Ashburnham  
Ashby  
Athol  
Auburn  
Ayer  
Barre  
Bellingham  
Berlin  
Blackstone  
Bolton  
Boxborough  
Boylston  
Brookfield

Charlton  
Clinton  
Douglas  
Dudley  
Dunstable  
East Brookfield  
Fitchburg  
Gardner  
Grafton  
Groton  
Harvard  
Hardwick  
Holden  
Hopedale

Hopkinton  
Hubbardston  
Hudson  
Holliston  
Lancaster  
Leicester  
Leominster  
Littleton  
Lunenburg  
Marlborough  
Maynard  
Medway  
Mendon  
Milford

Millbury  
Millville  
New Braintree  
Northborough  
Northbridge  
North Brookfield  
Oakham  
Oxford  
Paxton  
Pepperell  
Petersham  
Phillipston  
Princeton  
Royalston

Rutland  
Shirley  
Shrewsbury  
Southborough  
Southbridge  
Spencer  
Sterling  
Stow  
Sturbridge  
Sutton  
Templeton  
Townsend  
Tyngsborough  
Upton

Uxbridge  
Warren  
Webster  
Westborough  
West Boylston  
West Brookfield  
Westford  
Westminster  
Winchendon  
Worcester

DEP Southeast Region  
20 Riverside Drive  
Lakeville, MA 02347  
Phone: (508) 946-2700  
Fax: (508) 947-6557  
TDD: (508) 946-2795



Abington  
Acushnet  
Attleboro  
Avon  
Barnstable  
Berkley  
Bourne  
Brewster  
Bridgewater  
Brockton  
Carver  
Chatham  
Chilmark

Dartmouth  
Dennis  
Dighton  
Duxbury  
Eastham  
East Bridgewater  
Easton  
Edgartown  
Fairhaven  
Fall River  
Falmouth  
Foxborough  
Franklin

Freetown  
Gay Head  
Gosnold  
Halifax  
Hanover  
Hanson  
Harwich  
Kingston  
Lakeville  
Mansfield  
Marion  
Marshfield  
Mashpee

Mattapoisett  
Middleborough  
Nantucket  
New Bedford  
North Attleborough  
Norton  
Norwell  
Oak Bluffs  
Orleans  
Pembroke  
Plainville  
Plymouth  
Plympton

Provincetown  
Raynham  
Rehoboth  
Rochester  
Rockland  
Sandwich  
Scituate  
Seekonk  
Sharon  
Somerset  
Stoughton  
Swansea  
Taunton

Tisbury  
Truro  
Wareham  
Wellfleet  
West Bridgewater  
Westport  
West Tisbury  
Whitman  
Wrentham  
Yarmouth

DEP Northeast Region  
1 Winter Street  
Boston, MA 02108  
Phone: 617-654-6500



Amesbury  
Andover  
Arlington  
Ashland  
Bedford  
Belmont  
Beverly  
Billerica  
Boston  
Boxford  
Braintree  
Brookline  
Burlington  
Cambridge  
Canton  
Carlisle

Chelmsford  
Chelsea  
Cohasset  
Concord  
Danvers  
Dedham  
Dover  
Dracut  
Essex  
Everett  
Framingham  
Georgetown  
Gloucester  
Groveland  
Hamilton  
Haverhill

Hingham  
Holbrook  
Hull  
Ipswich  
Lawrence  
Lexington  
Lincoln  
Lowell  
Lynn  
Lynnfield  
Malden  
Manchester-By-The-Sea  
Marblehead  
Medfield  
Medford  
Melrose

Merrimac  
Methuen  
Middleton  
Millis  
Milton  
Nahant  
Natick  
Needham  
Newbury  
Newburyport  
Newton  
Norfolk  
North Andover  
North Reading  
Norwood  
Peabody

Quincy  
Randolph  
Reading  
Revere  
Rockport  
Rowley  
Salem  
Salisbury  
Saugus  
Sherborn  
Somerville  
Stoneham  
Sudbury  
Swampscott  
Tewksbury  
Topsfield

Wakefield  
Walpole  
Waltham  
Watertown  
Wayland  
Wellesley  
Wenham  
West Newbury  
Weston  
Westwood  
Weymouth  
Wilmington  
Winchester  
Winthrop  
Woburn





# Massachusetts Department of Environmental Protection

Bureau of Waste Prevention

Industrial Wastewater Management Program

## Form 1 General Information and Notification

### Application for Permit to Discharge to Waters of the Commonwealth

To be filed by all persons required to obtain a permit to discharge Industrial Wastewater to waters of the Commonwealth.

**Note:** A discharge is considered Industrial Wastewater only if the facility is one covered by the SIC Codes listed in Question 2 of the "How to Apply" guide (on the first page of this document). The accompanying instructions may help you complete this form.

#### A. Facility Information

**Important:**

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Name, address, and telephone number of facility producing the discharge:

Name

Street address

City

State

Zip Code

Telephone number (including extension)

E-mail address (optional)

Billing address (if different):

Street/PO Box

City

State

Zip Code

Discharge Site:

Street address

City

State

Zip Code

Ownership:

- ☐ Individual  
☐ Corporation  
☐ Partnership  
☐ Other

If other, please specify:

Status:

- ☐ Private  
☐ Public  
☐ Other

If other, please specify:

#### DEP Use Only

Application #

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**Massachusetts Department of Environmental Protection**

Bureau of Waste Prevention

Industrial Wastewater Management Program

# **Form 1 General Information and Notification**

## **Application for Permit to Discharge to Waters of the Commonwealth**

---

### **A. Facility Information (cont.)**

2. Contact Person:

Give the name, title, and work telephone number of a person who is thoroughly familiar with the operation of the facility, with the facts reported in this application, and can be contacted by the Industrial Wastewater Management Program if necessary.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number (including extension)

3. Facility Status:

☐ Existing      ☐ Proposed

4. Does the project affect a site of historic or archeological significance, as defined in regulations of the Massachusetts Historical Commission, 950 CMR 71.00?

☐ Yes      ☐ No

5. Does this project require a filing under 301 CRM 11.00, the Massachusetts Environmental Policy Act?

☐ Yes      ☐ No

If yes, has a filing been made?

☐ Yes      ☐ No

6. Application Forms Needed:

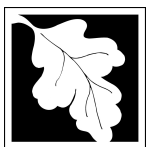
Answer questions A through F to determine which additional application forms you need to submit to the Department of Environmental Protection. If you answer "Yes" to any question, you must submit this form and the supplemental form listed in the parentheses following the question. Mark "X" in the box in the third column if the supplemental form is attached. If you answer "No" to each question, you need not submit any of these forms.

A. Is this facility an existing or proposed publicly owned treatment works which is a discharge to surface waters of the Commonwealth? (Form 2A)

☐ Yes      ☐ No      ☐ Form Attached?

B. Does or will this facility (either existing or proposed) include a concentrated animal feeding operation or aquatic animal production facility which results in a discharge to the surface waters of the Commonwealth? (Form 2B)

☐ Yes      ☐ No      ☐ Form Attached?



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# **Form 1 General Information and Notification**

## **Application for Permit to Discharge to Waters of the Commonwealth**

---

### **A. Facility Information (cont.)**

- C. Does or will this facility result in a discharge to surface waters of the Commonwealth other than those described in A or B? (Form 2C)

☐ Yes      ☐ No      ☐ Form Attached?

- D. Is this facility an existing or proposed treatment works which results in a discharge only of treated sewage to the land surface or to the ground waters of the Commonwealth? (Form GW-A)

☐ Yes      ☐ No      ☐ Form Attached?

- E. Does or will this facility include a concentrated animal feeding operation or aquatic animal production facility that results in a discharge to the land surface or ground waters of the Commonwealth? (Form GW-B)

☐ Yes      ☐ No      ☐ Form Attached?

- F. Does or will these facility result in a discharge to the land surface or ground waters of the Commonwealth other than those described in D or E above? (Form GW-C)

☐ Yes      ☐ No      ☐ Form Attached?

7. Is this a RCRA facility as defined in 314 CMR 8.03?

☐ Yes      ☐ No

If yes, submit the information on Form HW contained in 310 CMR 8.20 in accordance with the provisions of 314 CMR 8.08.

8. Industrial Classifications

List, in descending order of significance, the four (4) digit standard industrial classification (SIC) codes that best describe your facility in terms of the principal products or services you produce or provide. Also, specify each classification in words.

SIC Code

Specify

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

**Note:** No application will be accepted without the SIC code number.



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# **Form 1 General Information and Notification**

## **Application for Permit to Discharge to Waters of the Commonwealth**

---

### **A. Facility Information (cont.)**

**9. Facility Operator**

Give the name, as it is legally referred to, of the person, firm, public organization or other entity that operates the facility described in this application. If the facility owner is also the operator, write owner and list mailing address only if different from that listed in number 1 above.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number (including extension)

\_\_\_\_\_  
E-mail address (optional)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

**Ownership**

- ☐ Individual  
☐ Partnership  
☐ Corporation  
☐ Other

If other, please specify:  
\_\_\_\_\_

**Status**

- ☐ Private  
☐ Public  
☐ Other

If other, please specify:  
\_\_\_\_\_

**10. Location of Facility**

**A. Is this facility located on Native American Lands?**

- ☐ Yes      ☐ No

**B. Provide a topographic map (USGS 1:25,000 scale 7\_ Minute Topographic Series, quadrangle sheet) or maps of the area extending at least to one mile beyond the property boundaries of the facility that clearly show the following:**

- The legal boundaries of the facility;
- The location and serial number of each of your existing and proposed intake and discharge structures;
- All hazardous waste management facilities;



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### **A. Facility Information (cont.)**

- All springs and surface water bodies in the area, plus all drinking water wells within one mile of the facility which are identified in the public record or otherwise known to you.
- If an intake or discharge structure, hazardous waste disposal site, or injection well associated with the facility is located more than one mile from the plant, include it on the map, if possible. If not, attach additional sheets describing the location of the structure, disposal site, or well, and identify the U.S. Geological Survey (or other) maps corresponding to the location.
- On each map, include the map scale, meridian arrow showing north, and latitude and longitude to the nearest whole second. On all maps of rivers, show the direction of the current, and in tidal waters, show the directions of the ebb and flow tides. Use a 7 ½ minute series map published by the U.S. Geologic Survey.

#### **11. Nature of Business:**

Briefly describe the nature of your business. Include products produced or services provided.

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#### **12. Water Supply Data:**

A. List sources of water supply and annual water consumption for the past 5 years.

Water Sources	Year (last year first)				
	1.	2.	3.	4.	5.
1.					
2.					
3.					
Total.					

B. Please show the location of your water sources on the topographic map described in paragraph 11B.



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**B. Certification**

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I will be responsible for publication of public notice of the applicable permit proceedings identified under 314 CMR 2.06(1)(a) through (d)."

---

Printed name of applicant

---

Title

---

Telephone Number (including extension)

---

Signature of applicant

---

Date Signed

---

Name of Preparer

---

Title

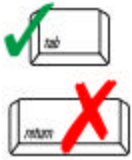
---

Telephone Number (including extension)



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention  
Industrial Wastewater Management Program  
**Form GW-C Ground Water Discharge**  
Application for Permit to Discharge Industrial Wastewater  
to the Ground

**Important:**  
When filling out  
forms on the  
computer, use  
only the tab key  
to move your  
cursor - do not  
use the return  
key.



To be filed by persons engaged in manufacturing, mining or any activity producing industrial wastes, as described in Question 2a on the first page of the application package.

Do not attempt to complete this form before reading the accompanying instructions.

## A. Facility Information

1. Name, address, location, and telephone number of facility producing the discharge:

Name

Street Address

City State Zip Code

Telephone number (including extension) e-mail Address (optional)

Billing address (if different):

Street/PO Box

City/Town State Zip Code

Discharge site:

Street

City State Zip Code

2. Treatment Facility:

Identification Number	General Description	Location

DEP USE ONLY
Application #
Date Received



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**A. Facility Information (cont.)**

3. Flows, Sources of Pollution and Treatment Technologies:

A. Attach a line drawing showing the water flow through the facility. Indicate sources of intake water, operations contributing wastewater to the effluent, and treatment units labeled to correspond to the more defined descriptions in Item B. Construct a water balance on the line drawing by showing average flows between intakes, operations, treatment units and outfalls. If a water balance cannot be determined (e.g. for certain mining activities), provide a pictorial description of the nature and amount of any sources of water and any collection or treatment measures.

B. For each discharge, provide a description of:

1. Facility identification number;
2. All operations contributing wastewater to the effluent, including process wastewater, sewage, cooling water and storm water runoff;
3. The average flow contributed by each operation; and
4. The treatment received by the wastewater. (Continue on additional sheets if necessary.)

Facility #1

Identification Number: \_\_\_\_\_

Operations: \_\_\_\_\_

\_\_\_\_\_

Average Flow: \_\_\_\_\_

Treatment: \_\_\_\_\_

\_\_\_\_\_

Facility #2

Identification Number: \_\_\_\_\_

Operations: \_\_\_\_\_

\_\_\_\_\_

Average Flow: \_\_\_\_\_

Treatment: \_\_\_\_\_

\_\_\_\_\_





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---

**A. Facility Information (cont.)**

Facility #3

Identification Number: \_\_\_\_\_

Operations: \_\_\_\_\_  
\_\_\_\_\_

Average Flow: \_\_\_\_\_

Treatment: \_\_\_\_\_  
\_\_\_\_\_

Facility #4

Identification Number: \_\_\_\_\_

Operations: \_\_\_\_\_  
\_\_\_\_\_

Average Flow: \_\_\_\_\_

Treatment: \_\_\_\_\_  
\_\_\_\_\_

C. Except for storm water runoff, leaks, or spills, are any of the discharges described in item 3A or B intermittent or seasonal?

☐ Yes

☐ No

If yes, please complete the following:

Facility #1

Identification Number: \_\_\_\_\_

Operations  
Contributing  
Flow: \_\_\_\_\_  
\_\_\_\_\_

Frequency: \_\_\_\_\_

Days per week

Months per year

Flow: \_\_\_\_\_

Flow rate

Total Volume

Duration



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**A. Facility Information (cont.)**

Facility #2

Identification Number: \_\_\_\_\_

Operations  
Contributing  
Flow: \_\_\_\_\_

Frequency: \_\_\_\_\_

Days per week \_\_\_\_\_

Months per year \_\_\_\_\_

Flow: \_\_\_\_\_

Flow rate \_\_\_\_\_

Total Volume \_\_\_\_\_

Duration \_\_\_\_\_

Facility #3

Identification Number: \_\_\_\_\_

Operations  
Contributing  
Flow: \_\_\_\_\_

Frequency: \_\_\_\_\_

Days per week \_\_\_\_\_

Months per year \_\_\_\_\_

Flow: \_\_\_\_\_

Flow rate \_\_\_\_\_

Total Volume \_\_\_\_\_

Duration \_\_\_\_\_

Facility #4

Identification Number: \_\_\_\_\_

Operations  
Contributing  
Flow: \_\_\_\_\_

Frequency: \_\_\_\_\_

Days per week \_\_\_\_\_

Months per year \_\_\_\_\_

Flow: \_\_\_\_\_

Flow rate \_\_\_\_\_

Total Volume \_\_\_\_\_

Duration \_\_\_\_\_



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**A. Facility Information (cont.)**

4. Maximum Production:

A. List the quantity which represents an actual measurement of your maximum level of production, and indicate the affected treatment facility. Please indicate terms and units used.

Identification Number of Treatment Facility Affected	Quantity per Day	Unit of Measure	Operations, Product Material, etc.
_____	_____	_____	_____ _____ _____
_____	_____	_____	_____ _____ _____
_____	_____	_____	_____ _____ _____
_____	_____	_____	_____ _____ _____
_____	_____	_____	_____ _____ _____
_____	_____	_____	_____ _____ _____
_____	_____	_____	_____ _____ _____
_____	_____	_____	_____ _____ _____



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---

**A. Facility Information (cont.)**

5. Improvements:

Are you required by any Federal, State or local authority to meet any implementation schedule for the construction, upgrading or operation of wastewater treatment equipment or practices or any other environmental programs which may affect the discharges described in this application?

This includes but is not limited to, permit conditions, administrative or enforcement orders, enforcement compliance schedule letters, stipulations, court orders, and grant or loan conditions.

☐ Yes    ☐ No

If yes, please complete the following (use additional sheets if necessary):

Facility #1

Identification Number of Affected  
Treatment Facility: \_\_\_\_\_

Description of Order Agreement: \_\_\_\_\_  
\_\_\_\_\_

Description of Project: \_\_\_\_\_  
\_\_\_\_\_

Final Compliance Date: \_\_\_\_\_

Facility #2

Identification Number of Affected  
Treatment Facility: \_\_\_\_\_

Description of Order Agreement: \_\_\_\_\_  
\_\_\_\_\_

Description of Project: \_\_\_\_\_  
\_\_\_\_\_

Final Compliance Date: \_\_\_\_\_



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**A. Facility Information (cont.)**

6. Effluent Limitations:

- A. List any pollutant you know or have reason to believe is discharged or may be discharged from the treatment facilities. For every pollutant you list, briefly describe the reason you believe it to be present, its approximate concentration in the discharge and any analytical data in your possession which will support your statement. Additional wastewater analysis may be required as part of this application.

Facility #1

Identification Number  
of Treatment Facility:

\_\_\_\_\_

Pollutant:

\_\_\_\_\_

Concentration:

\_\_\_\_\_

Source:

\_\_\_\_\_

\_\_\_\_\_

Available Analytical  
Data:

\_\_\_\_\_

\_\_\_\_\_

Facility #2

Identification Number  
of Treatment Facility:

\_\_\_\_\_

Pollutant:

\_\_\_\_\_

Concentration:

\_\_\_\_\_

Source:

\_\_\_\_\_

\_\_\_\_\_

Available Analytical  
Data:

\_\_\_\_\_

\_\_\_\_\_



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---

**A. Facility Information (cont.)**

Facility #3

Identification Number  
of Treatment Facility: \_\_\_\_\_

Pollutant: \_\_\_\_\_ Concentration: \_\_\_\_\_

Source: \_\_\_\_\_  
\_\_\_\_\_

Available Analytical  
Data: \_\_\_\_\_  
\_\_\_\_\_

Facility #4

Identification Number  
of Treatment Facility: \_\_\_\_\_

Pollutant: \_\_\_\_\_ Concentration: \_\_\_\_\_

Source: \_\_\_\_\_  
\_\_\_\_\_

Available Analytical  
Data: \_\_\_\_\_  
\_\_\_\_\_

B. Are your operations such that your raw materials, processes, or products can reasonably be expected to vary so that your discharges of pollutants may during the next five years exceed three times the approximate concentrations reported in item 6A?

☐ Yes      ☐ No      if yes, explain below:

\_\_\_\_\_  
\_\_\_\_\_



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**A. Facility Information (cont.)**

C. Are you planning on adding any new processes over the next five years?

☐ Yes

☐ No

if yes, explain below:

---

---

D. Are hazardous wastes generated at your facility?

☐ Yes

☐ No

if yes, explain below:

---

---

E. Are organic compounds used at your facility?

☐ Yes

☐ No

if yes, explain below:

---

---

**7. Biological Toxicity Testing Data:**

A. Do you have any knowledge or reason to believe that any biological test for acute or chronic toxicity has been made on any of the discharges within the last three years?

☐ Yes

☐ No

if yes, explain below:

---

---

**8. Contract Analysis Information:**

A. Were any of the analyses or testing reported in items 6A or 7A performed by a contract laboratory or consulting firm?

☐ Yes

☐ No

if yes, please complete the following:



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**A. Facility Information (cont.)**

Name of Laboratory or Consultant	Address	Telephone	Pollutant analyzed
_____	_____	_____	_____
	_____		
_____	_____	_____	_____
	_____		
_____	_____	_____	_____
	_____		
_____	_____	_____	_____
	_____		

**9. Impact of Discharge**

A. Are you seeking a reclassification of the ground waters impacted by your discharge?

☐ Yes      ☐ No

If the answer to this question is yes, additional information must be submitted pursuant to 314 CMR 6.00, the Massachusetts Ground Water Quality Standards.

B. Are there any private drinking water supply wells within 2500 feet or any public drinking water supply wells within one mile of the discharge area?

☐ Yes      ☐ No      if yes, list below:

Well Location	Type of Well		Status		Safe Yield of Well
	Public	Private	Active	Inactive	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____





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---

**A. Facility Information (cont.)**

- C. Has a hydrogeologic study been performed to determine the potential impact on the ground water of the discharge or activity?

☐ Yes      ☐ No

If yes, please attach a copy.

- D. How far are you from a Zone II area of contribution?

\_\_\_\_\_

**10. Approval of Treatment Works**

- A. Have plans and specifications for the treatment works been approved by the Department or, if approved prior to July 1975, the Department of Public Health? Please attach copy of plans and specifications, if available, and a copy of the approval letter.

☐ Yes      ☐ No

- B. When did or when will these discharges begin?

\_\_\_\_\_  
Date

- C. Location and method of wastewater treatment solids disposal?

\_\_\_\_\_

- 11. Are there any ground water monitoring wells currently in place in the vicinity of the discharge or proposed discharge?**

☐ Yes      ☐ No

If yes, please describe the type and location of the wells and baseline monitoring data:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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---

**A. Facility Information (cont.)**

12. Do you own the property at the discharge site?

☐ Yes

☐ No

If no, please explain:

---

---

---

**B. Certification**

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I will be responsible for publication of public notice of the applicable permit proceedings identified under 314 CMR 2.06(1)(a) through (d)."

---

Printed Name of Applicant

---

Title

---

Telephone Number

---

Signature of Applicant

---

Date Signed

---

Name of Preparer

---

Title

---

Telephone Number



**Massachusetts Department of Environmental Protection**

Bureau of Waste Prevention

Industrial Wastewater Treatment Facilities

**Engineering Plans and Report Approval Request**

---

Regional Engineer  
Department of Environmental Protection  
BWP/Industrial Wastewater Management Program  
\_\_\_\_\_  
Regional Office

To Whom It May Concern:

I, \_\_\_\_\_, \_\_\_\_\_  
Name Title  
as agent/owner of \_\_\_\_\_  
Company  
located at \_\_\_\_\_  
Address of facility

hereby request approval of engineering plans and report for the proposed construction and installation of a wastewater treatment facility, as provided for under the provisions of Massachusetts General Laws Chapter 21, Section 27 and Regulations 314 CMR 12.00.

I have attached a description of the wastewater treatment facility, including the list of unit operations **and** rating of the facility as required.

Very truly yours,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date